

DRAFT

"Implementation Instructions for Support Directorate Portion of the Federal Study on Reporting and Reducing Related Paperwork."

- I. Support Office Project Officers should familiarize themselves with the overall study requirements as outlined in the transmittal memorandum No. 1 (Attachment A).
- II. The following paragraphs are extracts from the above mentioned transmittal memorandum and are tailored specifically to the Support Directorate portion of the study. The Agency's initial input into this study will be concerned only with internal reporting primarily in the administrative and management areas. Consequently, the Support Directorate will have the largest input of any Directorate in the Agency and the bulk of the work involved in assembling the basic data.
- III. Definitions. For the purposes of the Support Directorate study the following definitions will be utilized (many are identical as those contained in the transmittal memorandum):
  - a. Report. Any documents or transmission of data on a recurring, regular, or periodic basis. Reports may be in narrative, tabular, graphic, questionnaire, punched card, tape, or other forms.
  - b. Reporting System. All systems for the processing of documents or transmissions of data which are used to set goals, fix priorities, schedule operations, allocate resources, measure results, provide information, and improve efficiency. Systems include all related reports, formulated reports, forms, records, directives, instructions, and processing and collection techniques, whether mechanical

- c. Internal Reporting. Any reporting which is required by the DDS Office Heads for internal use within their office or prepared by the DDS Office for internal use within other directorates of the Agency. Significant internal reports are those which are utilized throughout or draw information from a major organizational element of the Agency, or those reports which are submitted by field activities and offices to the Headquarters office of the Agency.
- d. Reports Identification. This is the basic reports inventory. The process whereby the Support Office Project Director identifies the individual reporting systems and reports within his office and establishes a baseline of dollars and manhours associated with each. The baseline information will be used in measuring cost effectiveness and projecting improvement goals.
- e. Reports Justification. The process whereby an office head or office project director reviews a reporting system and its component parts, and finds that it provides necessary information and is operating in a technically acceptable manner. Justification responsibility may not be delegated and in the case of the DDS Offices must remain at the Office Head level or the Project Officer level.
- f. Reports Certification. The process whereby an office head certifies a reports justification as valid. Certification responsibility may not be delegated below the \_\_\_\_\_ level or its equivalent.

IV. Responsibilities.

- a. The Support Directorate Project Officer [REDACTED] will provide staff guidance to office project officers, coordinate responses from Support Offices, and prepare the Directorate summary report for submission to the Agency Project Director.
- b. The Support Office Project Officers will prepare a basic inventory of significant internal administrative/management reports and reporting systems and determine the current annual cost of these reports and systems. This inventory will be accomplished in two increments; (1) first of which will identify the total numbers of reports and their estimated costs. This information is needed to meet our 30 October reporting deadline on the initial report to BOB. (2) Secondly, an inventory of specific reports containing sufficient detail on each report to provide the data needed for their review, justification, and certification as outlined below.

- V. Review. Based on data compiled in the reports inventory above the offices of the Support Directorate shall establish a review mechanism within their offices to perform the following functions; (a) eliminate unnecessary and uneconomical reports and reporting systems, (b) consolidate and shorten reports, (c) reduce the number of report copies, (d) simplify the collection of data and the processing of reports, (e) improve the quality and usefulness of the data being submitted, (f) reduce reporting requirements.

VI. Justification and Certification. The Office Project Officer shall justify all significant internal reporting systems for which he has responsibility and the Office Head will certify these justifications and the continuing need for those reports that have not been eliminated.